

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT: Personnel Data Questionnaire

1. The subject proposed questionnaire has been discussed with Colonel White, and commented upon by him and others on this staff, unfortunately not within the suspense date you requested, as follows:

a. It appears that use of the questionnaire would be of primary benefit to the Office of Personnel, through codification of the information in Machine Records, though this possibility was mentioned as a last reason for its adoption. Nevertheless, practically all of the information contained in the form would be of value to components, and the Career Boards, as well as being of service to the proposed Career Service Staff in your office.

b. It was not clear from your memorandum of transmittal in what fashion the information would be brought up to date at the end of each year. It is significantly true that current information is needed, but it seems that there must also be efforts to avoid the harassment of every Agency employee through gradual additions to the number and kinds of forms that he must fill out on a recurring basis. We assume that at least an abbreviated supplemental version of the form will be supplied the employee for the annual completion, and that he will not have to repeat basic facts given earlier.

2. With respect to specific items in the questionnaire, the following comments are offered:

Item 10.8 - In view of recent proposed Federal legislation involving establishment of persons acting "in loco parentis" as legitimate claimants for receipt of death benefits of service personnel, and the possible inclusion of this category in subsequent CIA legislation, it would seem appropriate to include "and persons acting in loco parentis" in this group.

Item 12.3.(7) - Is this item significant for those who have received the college degree, or was it designed to obtain a breakdown of subject matter studied by the individual regardless of whether or not he received the degree?

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Item 14.A. - Since there are many old employees who do not have this information in suitable form in their personal folders, it is recommended that each old employee who completes this new questionnaire, for the first time, fill in Item 14.A. (work experience outside CIA). Also, in the interests of standardization, the employee should be asked to describe his work experience for the most recent 15 years, rather than 10 or 15 years, as proposed loosely. I believe it quite important that Item 14.A. make specific reference to including the details of military experience. Duties performed while in military service are frequently significant for personnel purposes.

Item 14.A.(2) - It is recommended that this item read "Salary and/or grade level."

Item 14.B.(4) - It is believed that this item should be both the title of the position (e.g., Administrative Officer) and also the title of the position as it is placed in the organizational component (e.g., Deputy Chief, Special Allowances Unit).

Item 17. - The instructions for this item should specify that overseas tours of duty include duty with CIA (it does not presently state this).

Item 19. - It is believed that this item should call for former memberships as well as present memberships. Duty with CIA frequently requires one to drop active memberships in certain associations and societies. The fact that a person once was a member of one of these societies will indicate a certain level of attainment, the possibility of professional contacts with other members, and is a more complete reflection of the achievements of the person.

Item 20. - Consideration should be given, possibly, to the listing in this item of unpublished materials as well as published materials. If this were done, uncompleted manuscripts and writings would be reflected and would indicate not only a degree of attainment and facility by the author but would also indicate his interest and possible ability in writing. In addition, the fact that a publisher has not accepted his manuscript does not mean that the author is a poor writer or does not know his subject.

Item 22. - This item should be expanded to permit fuller statement, not merely of assignments but also types of duties

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and responsibilities. The statement should permit reference to types of organizational components in which the individual would like to work. The total item should definitely have adequate space on the questionnaire form itself.

Item 24. - This statement should permit the employee to indicate his preferences for overseas locations (possibly as first choice, second choice and third choice). It also would appear that to ask the employee if he is willing to accept a four-year tour overseas is not realistic. Since no single tour lasts for four years, it would appear, therefore, that four years represents two consecutive two-year tours and



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standard. I do not believe that a person should be asked to indicate whether he would take two consecutive tours, nor do I believe that his statements would necessarily have any validity when he is trying to look that far ahead.

Item 26.B. - This item should make it a little clearer that the term "active duty" means active duty for short periods of time while in reserve status.

Item 26. - If the previous part of the questionnaire which pertains to work experience outside CIA does not specifically request a description of duties performed while in the military service, this item (Item 26.) should permit a presentation of duties and responsibilities while in the military.

Item 27.C(8) - If our recollection is correct, this same compilation is supplied by the employee on the currently used form having to do with prior Federal service for pay purposes.

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Special Assistant to the
Deputy Director (Administration)

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